

David L Lawrence Convention Center March 18, 2018 12pm-4:30pm

Thank you for participating in the 2017 Pittsburgh Women's Expo. Show times are 12pm-4:30pm.

<u>Load in</u> - The load in times are Saturday March 17th from 2:00pm-6:00pm and on Sunday from 8:00am-11:00am at Exhibit Hall A. We will have Teamsters available to assist you but for your convenience and faster service please bring your own dolly as the teamsters and their dollies are limited and you can not use their dollies on your own. For faster load in please come Saturday afternoon or earlier Sunday as the morning progresses the busier it becomes. You can drive onto the exhibit hall up until 10am just to unload after that you will unload on the ramp and immediately move your car to the garage.

The Convention Center address is 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222

<u>Signage</u> - Bring your signs for your booth, as none are provided. Your company name will be on paper on your table for your convenience in locating your booth.

<u>WiFi</u> - The Convention Center provides WiFi for a fee. You can purchase it onsite via credit card through the splash page. **.DLLCC_Exhibit** is the only option that will work in the exhibit hall and the price is \$75.

Cars must be parked in the garage - no cars can be left on the loading dock or you may be towed!

VERY IMPORTANT! - NO CHILDREN UNDER THE AGE OF 13 ARE PERMITTED IN THE EXHIBIT HALL DURING SET UP AND LOAD IN.

Please feel free to promote the show through Facebook, Twitter or any other social media.

Thank you for your participation and we anticipate another great show this year!

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